

## PeopleSoft

### The Department of Labor & Industry Stretches SABHRS Functionality

**W**e need to allocate costs...but how? Department of Labor & Industry (DLI) officials were faced with that question when PeopleSoft went live. With approximately 35 funding sources against which payroll and other costs must be allocated, officials decided to examine whether PeopleSoft was up to the task. With assistance by Carrera and Associates (one of the State's five SABHRS term contractors), DLI officials configured a methodology using best practices and PeopleSoft workflow.



Here's how the solution works. Direct and indirect costs are captured in the HR Time and Labor Module. After payroll dollars are fed to the General Ledger module, the PeopleSoft allocations tool allocates indirect labor and other operating costs based, in this instance, on the direct labor dollars. The flexibility of the allocations tool allows for other allocations using a variety of methods. For example, costs can be allocated based on a fixed rate, square footage, or FTE.

Balanced journals are automatically produced for review and approval and Crystal reports are produced for financial analysis.

There are both immediate and long term benefits from the project. The methodology replaces a 15-year-old Lotus macro driven system and by using PeopleSoft functionality, this methodology offers an enterprise solution adaptable to other agencies. The project went into production in November and the number of transaction lines fell by more than 50%.

The project streamlines cost allocation activities by combining the payroll process with the cost allocation process. Furthermore, the data output can be used for cash management, federal reporting, and budget projects. Its users will easily maintain the process and an audit trail will be automatically created.

DLI plans on hosting a demonstration for interested agency personnel in January.

For more information about this article, contact Tammy Peterson, administrator of the department's Centralized Services Division, and recently elected chair of the SABHRS Executive Council at 444-3697, Outlook or email at [tapeterson@state.mt.us](mailto:tapeterson@state.mt.us) or visit the SABHRS website at

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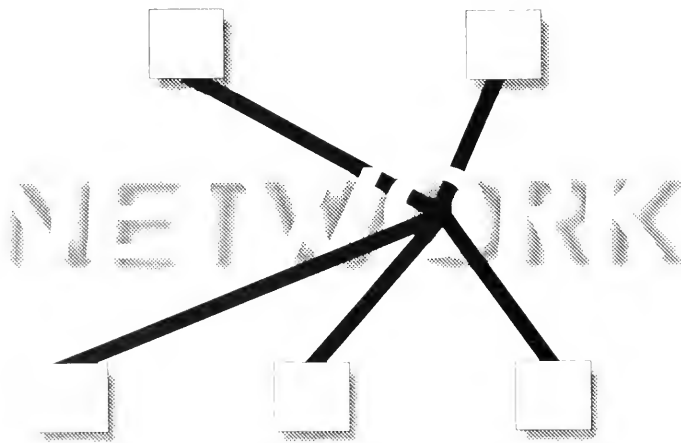
## Network Requests

In preparation for Y2K, ISD announced at last months' ITMC meeting that a moratorium would be placed on network changes effective December 1, 1999. The moratorium will be in effect through January 15, 2000.

Many questions have been raised as a result of this announcement concerning the extent of network changes and how existing building, station and terminal moves may be affected. The following table defines the type of move, dates and a brief description of work.

| Type of Move      | Moratorium Date   | Description   |
|-------------------|-------------------|---|
| Building          | December 1, 1999  | Any requests requiring the addition or modification of telephone systems, routers, wiring Hubs, NetWare File Servers or circuits. Exceptions will be granted on a case by case basis. |
| Telephone Station | December 20, 1999 | The addition, move, or feature change of a telephone set in an existing system.   |
| Terminal (PC)     | December 20, 1999 | The addition, move, address change or other network reconfiguration of a desktop PC within an existing LAN Environment that requires new wire or rewire to an existing wiring hub.    |

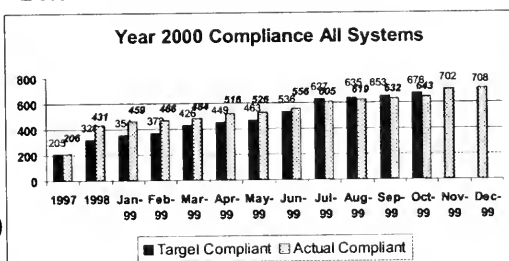
If your agency is contemplating any major moves in the December or early January time frame, contact ISD as soon as possible to schedule your work. There are several major moves already scheduled that will impact the availability of resources. The Board of Investments, Legislative Auditor, Secretary of State, and Health and Human Services all have major moves scheduled in the next two months.



If you have any questions, please contact Dennis Sheline of the Telecommunications Operations Bureau at 444-2869, Outlook or email at [dsheline@state.mt.us](mailto:dsheline@state.mt.us), Mike Hahn of the Telecommunications Operations Bureau at 444-4357, Outlook or email at [mhahn@state.mt.us](mailto:mhahn@state.mt.us) or Carl Hotvedt of the Telecommunications Operations Bureau at 444-1780, Outlook or email at [chotvedt@state.mt.us](mailto:chotvedt@state.mt.us).

## State Y2K Readiness

State agencies are slightly behind their self-imposed schedule for fixing Year 2000 problems in their computer systems. The majority of systems that are behind are low priority systems. As illustrated in the figure below, 643 of the 708 systems are ready for the next millennium. However, agencies had planned on having 676 systems compliant by this date, a shortfall of 33 systems. It is still anticipated that these systems will be compliant by 2000, but if not, the results will have minimal, if any, impact on the general public. High priority systems are nearly on target. Most of the non-compliant high priority systems are targeted for compliance by early December.



### Year 2000 Rollover Plan

The change event from the 1900s to the 2000s (and the accompanying Y2K issues) is soon upon us. The Information Services Division (ISD) has developed a Rollover Plan in order to coordinate computer and

telephone services with Montana State agencies. The rollover period spans from 0800 Friday, December 31, 1999 through 0800 Monday, January 3, 2000.

ISD will continue to provide regular services over this period as needed. Service will be curtailed only where security considerations supersede the goal of providing continued service. ISD will provide additional staffing on-site and one-hour on-call personnel as needed. ISD will verify system integrity from 0800 to 1000 hours Saturday, January 1. It is strongly suggested that agencies come in on Saturday, January 1 between 1000 and 1700 hours to exercise their systems and verify they are working properly.

As usual, the State's central computer facility will be operational over the entire weekend. However, all input and output from batch processes only will be held in a queue from 1130 Friday, December 31 to 0030 Saturday, January 1. No hardware or software configuration changes (other than emergency situations) will be made to the mainframe from December 20 to January 7.

UNIX systems, DEC ALPHAs and IBM RS/6000s, will be shut down by the UNIX administrators at 2200 on December 31. The systems will then be brought back up at 0800 on January 1 after the technical staff has evaluated the situation. ISD's NT servers will remain up with the exception of the TELECO NT server.

The state's telephone system and data network will be operational during the rollover period unless we experience extended periods of commercial power outages.

According to the International Computer Security Association, there is a significant threat posed by new viruses being sent through Internet email during the rollover period. Therefore, ISD plans to discontinue **incoming** Internet email service from 1700 Friday December 31 until 0800 Saturday January 1. ISD will be in contact with virus resources to assess this situation. Internal (non-Internet) email services will not be affected unless unforeseen circumstances require a service interruption. Users may continue to **send** email to an Internet address. Email from the Internet to a state user will be rejected (not queued) during the outage. Browser access to the Internet will continue to be available.

## Calendar of Events

### December

- 1** Information Technology Managers Council (ITMC), 8:30-10:30 am  
Rm 111, Metcalf Bldg.
- 15** Information Technology Advisory Council (ITAC), 8:30-Noon,  
Rm 111, Metcalf Bldg.
- 15** Year 2000 Readiness Council,  
1-3:30 pm, PSC Conf. Rm., Vista Bldg.
- 17** SummitNet Executive Council,  
10:00 - 12:00 noon, PPHS MetNet Site

No changes to the network configuration will be approved from December 1 through January 10. Agencies with extenuating circumstances can contact ISD for a waiver.

## Y2K Rollover Plan Timetable

### Date/Time (MST) Activity

**December 1** Freeze on major network modifications (building moves)

**December 20** Freeze on minor network modifications (telephone & PC moves)

Freeze mainframe modifications

### December 31

0600 Begin monitoring WWW and CNN coverage from Australia and New Zealand

1300 Customer Support Center (CSC) opens

1700 Internet e-mail gateway closed to incoming Internet e-mail

2100 ISD supervisory personnel and key support staff arrive

2200 UNIX computers taken down

2330 Queue mainframe batch processing

### January 1

#### ROLLOVER EVENT

0030 Release mainframe queue

0200 CSC staff released (pending "all green" status)

0800 CSC staffed, bring up UNIX computers

1000 - 1700 ISD and agencies exercise systems/applications prior to normal business on Monday

### January 2

Use for last minute remediation of systems or applications

### January 3

0600 CSC staffed early, email and related issues tested

0800 Start of regular business processes

0800 -1700 Agencies report any abnormalities, assess level of functionality

If you have questions about the Year 2000 issue, contact G Scott Lockwood, Year 2000 Compliance Officer, at 444-2655, Outlook, email at [slockwood@state.mt.us](mailto:slockwood@state.mt.us) or check out the Y2K page at <http://www.state.mt.us/isd/year2000/>.



## Problem and Change Meetings

### For The Midtier and OS/390 Platforms

ISD's Computing Operations Bureau holds weekly 'problem and change' meetings for both the shared midtier (UNIX and NT) and OS/390 platforms. The purpose of these meetings is to provide improved systems availability, reliability and performance by proactively coordinating needed changes and effectively handling problems as they arise. Users are welcome to attend. At these meetings, all upcoming changes for the respective platforms are discussed, as are any problems that occurred on these platforms in the preceding weeks. Both the problems and changes are documented in a software product called ServiceCenter. ServiceCenter reports are reviewed at these weekly meetings.

### Midtier Meetings

Every Monday in room 160 of the Mitchell Building from 10:00 am to 11:30 am, ISD's Midtier System Administrators, ISD's Oracle Database Administrators and other pertinent Computing Operations staff meet to review these reports. This meeting is broken into two parts. SABHRS (MT PRRIME) issues are discussed first. The second part of the meeting involves the other UNIX and NT platforms.

### OS/390 Meetings

Every Tuesday in room 13A of the Mitchell Building from 9:30 am to 10:30 am, Computing Operations, System Development Support and IBM staff meet to review all problem and changes for the OS/390 platform.

For more information, contact Robin Anlian of the Computing Operations Bureau at 444-2898, Outlook or email at [ranlian@state.mt.us](mailto:ranlian@state.mt.us).

## November ITMC Meeting

The Information Technology Managers Council (ITMC) meets monthly to review technology issues that affect state government. The group met on November 3, 1999.

The Council was briefed on the following IT topics:

- SABHRS implementation
- NetWare 5 conversion
- Credit card validation technology
- Y2K status and planning for the boundary event
- The work of the IP Address Management Subcommittee
- The plans of the Legislative IT Oversight Subcommittee

Complete meeting minutes are available on the ISD web site at <http://www.state.mt.us/isd/groups/itmc/index.htm>. For more information on the activities of ITMC, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, Outlook or email at [wwheeler@state.mt.us](mailto:wwheeler@state.mt.us).



## Text Output from Oracle PL/SQL

Many times when debugging PL/SQL code, it is desirable to be able to display the contents of local variables on the screen. The Oracle database server has a built-in procedural package called DBMS\_OUTPUT that contains procedures for displaying output from PL/SQL to the screen. The package is particularly useful when compiling and testing PL/SQL procedures from the SQL\*Plus program.

The DBMS\_OUTPUT package is built into the database when the data dictionary catalog is created. Before calling procedures from the DBMS\_OUTPUT, it is necessary to enable output to the screen. This is done by entering the following command at the SQL\*Plus prompt:

Set serveroutput on

The most useful procedures in the DBMS\_OUTPUT package are called PUT, NEW\_LINE, and PUT\_LINE. The PUT procedure places information into an output buffer. The NEW\_LINE procedure inserts an end-of-line mark into the output buffer, causing it to be displayed to the screen. The PUT\_LINE procedure places information in the output buffer, followed by the end-of-line character.

The following PL/SQL block demonstrates the use of these procedures, and assumes the server output has been enabled:

```
DECLARE
    uname varchar2(8);
BEGIN
    select user
    into uname
    from sys.dual;

    DBMS_OUTPUT.PUT('The current ');
    DBMS_OUTPUT.PUT('database user is: ');
    DBMS_OUTPUT.PUT(uname);
    DBMS_OUTPUT.NEW_LINE;
    DBMS_OUTPUT.PUT_LINE('This
concludes the test.');
```

END;

When the above PL/SQL program is run in SQL\*Plus, the following output is displayed:

The current database user is: CZ05094

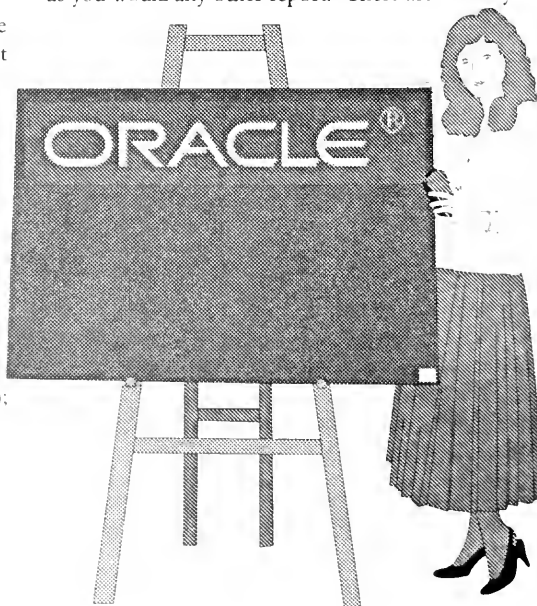
This concludes the test.

A detailed description of the DBMS\_OUTPUT package can be found in the book *Oracle Built-in Packages* by Feuerstein, Dye, and Bereniewicz. Additional information can be obtained by contacting Barry Fox at 444-5895, Outlook or email at bfox@state.mt.us, Steven St. John at 444-2910, Outlook or email at sstjohn@state.mt.us, Tom Rediske at 444-1593, Outlook or email at trediske@state.mt.us, or Tony Noble at 444-2922, Outlook or email at tnoble@state.mt.us.

## Oracle Reports

### The Report Wizard

When you open Oracle Reports Builder and want to create a report from scratch, the quickest and easiest way is to use the Report Wizard. The wizard helps to define a single-query report. Reports Builder uses what you specify on each page of the wizard to create a data model and layout for the report. After the wizard has created the report, you can modify it as you would any other report. There are two ways



to invoke the wizard. First, you can click on **Tools | Report Wizard**. Second, you can right click with your mouse (in the Navigator, or the base of the report) and chose Report Wizard.

Once the Report Wizard has been invoked, navigation is simple. The wizard has six buttons to help you navigate through its pages.

- Cancel - cancel all changes you have made (if any), and exit the wizard
- Help - display online help text for the current page of the wizard
- Back - navigate to the previous page in the wizard
- Next - navigate to the next page in the wizard
- Apply - apply changes you have made (re-entrant wizard only)
- Finish - save changes you've made with the wizard (if any), and then exit



The Report Wizard has several tabs, depending on the style used for the report. Once a style is chosen, the number of tabs changes (because of different options and requirements). For example, using the style Group Above, the wizard shows the tabs **Data** (SQL statement), **Groups** (how the report is grouped), **Fields** (which fields are displayed), **Totals** (which fields have sums, counts, etc.), **Labels** (how the fields are displayed), and **Template** (layout of the report).

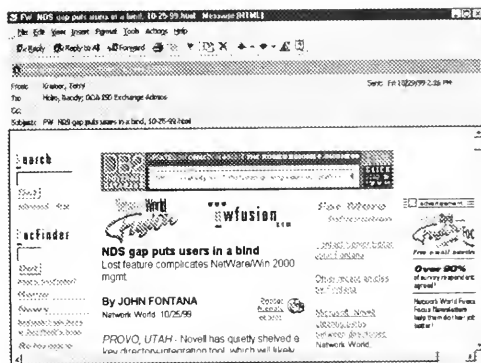
Once the Report Wizard is used, all settings used in the layout are reset. To change the report without losing your initial layout, use the Navigator. For example, changing an SQL statement can be done by clicking **Data Model | Queries**, then clicking on the icon of the query you wish to change and double clicking the SQL Query Statement in the property palette of your query. You can also invoke the Query Builder, making the query building process easier.

For more information on Oracle Reports, Forms, or any of the Oracle applications, contact Steven St. John at 444-2910, email at sstjohn@state.mt.us or Barry Fox at 444-5895, email at bfox@state.mt.us. Oracle database information can be obtained by contacting Tony Noble at 444-2922, email at tnoble@state.mt.us or Tom Rediske at 444-1593, email at trediske@state.mt.us.

## Outlook 98

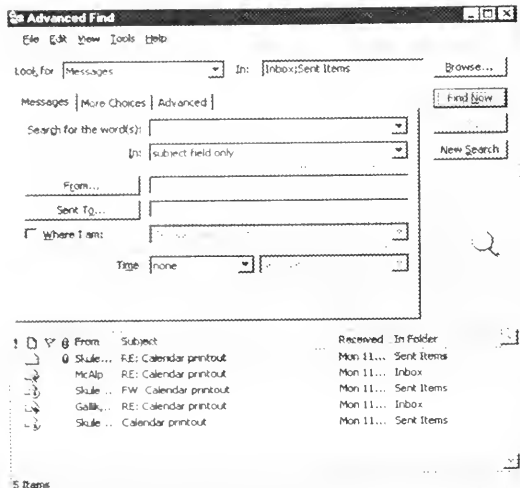
At times the need to find what you replied to a certain message arises. Rather than scrolling through your Sent Items Folder or your Deleted Items folder to find the reply, Outlook has a much easier way.

Open your Inbox (or Deleted Items folder). If you did reply to the message, there will be a little burgundy reply arrow pointing to the left on the envelope. Open the message. See a gray bar underneath your toolbar that says, "You replied on [date and time]" as seen in the example below.



Position your mouse pointer over the gray reply area and the pointer will turn into a little hand. Click once and the advanced "Find and Search" window appears.

Search on the "exact subject" that was in the original message and search your "Sent Items" and "Deleted Items" folder. From the window list, double click on the message and see the reply. (NOTE: this will only find messages still in the system that have not been permanently deleted. It will also list any other replies to the message if any other recipient did a "Reply to all".)



Note: Bob Morris (OPI) submitted this Outlook tip.

If you have any questions on this article please contact Sue Skuletich of End User System Support at 444-1392, Outlook or email at [sskuletich@state.mt.us](mailto:sskuletich@state.mt.us). If you have a problem with this application, please use the software's Help features, contact your agency support staff or call the ISD Customer Support Center at 444-2000.

## Outlook

### Setting Message Expiration Dates

#### Explanation

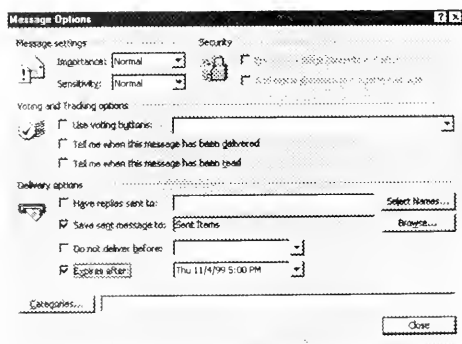
At times you may need to send out a message that needs an expiration date. A good example is "system outage" messages or even "brownies in the break room". After a period of time these messages lose their importance and if you send it to people who are gone that day it simply clutters their Inbox.

To get around this, set an expiration date for the message so that it will automatically delete from the Inbox when the time expires. This saves time for people wading through their messages after coming back from vacation and discarding the messages that are now unimportant.

#### Setup

This option must be set up in the individual messages. Open a new mail message and select the Options icon on the Toolbar of the message (or **View|Options** if your toolbar does not have the Options icon).

At the bottom you will see the "Expires after" box. Check the "Expires after" box and enter the date or use the pull down menu to select the day from the calendar. You can manually enter the expiration time if the 5:00 PM time is not appropriate, for instance, the brownies are in the break room at 9:00 AM.



The most important feature of putting an expiration date on a message is that the message is not moved to the Deleted Items folder, it is as if it were never there. This eliminates confusion on the user's part if they were to find a message they have never seen in their Deleted Items folder.

If you have any questions regarding this article, contact Samuel Mason of End Users System Support at 444-1548 or e-mail at [smason@state.mt.us](mailto:smason@state.mt.us). If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.





## Check It Out✓

Have you ever wanted to place a check mark in an Excel spreadsheet for an invoice or checklist? There are several ways to add special symbols in Excel cells. Select a cell or range of cells and choose Format, Cells. When the Format Cells dialog box opens, click the Font tab. Now select the Symbol font and click OK. Select one of the formatted cells and hold down the Alt key and enter 0214 from the keypad. This enters a check mark in the selected cell.

You can also use AutoCorrect. To do this, follow the procedure previously described and then copy the check mark (Ctrl-C). Next, choose

**Tools | AutoCorrect** and type cm in the Replace Entry box. Press Tab to get to the With Entry box, and press Ctrl-V to paste the check mark you copied. Click Add, then OK to close the dialog box and record the new entry. You can now type cm in cells to get a check mark. However, the check mark won't appear until you set the cell's font to Symbol.

For more information concerning this article, contact Heidi Mann of End User System Support at 444-2791 Outlook or e-mail at [hmann@state.mt.us](mailto:hmann@state.mt.us). If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000. Portions of this Microsoft Office Tip were made possible by *Tip World* at [www.tipworld.com](http://www.tipworld.com).

## Macros

### Converting WordPerfect Macros to Microsoft Word, Visual Basic for Applications

#### Converting Macros that Insert and Format Text

Inserting and formatting text is a common task for many WordPerfect macros. In WordPerfect for DOS, inserting text in a document requires only that the text be entered in the macro. No special commands are needed to insert text. For example, the following WordPerfect for DOS macro inserts the name "Benjamin Franklin" at the current insertion point:

```
{DISPLAY OFF}
```

```
Benjamin Franklin
```

In WordPerfect for Windows, text is inserted using the **Type** command.

```
Type ("Benjamin Franklin")
```

In Visual Basic, the statement to insert text at the current insertion point is:

```
Selection.TypeText Text:="Benjamin  
Franklin"
```

- **Selection** is the Word object that refers to the selection in a document window pane.
- **TypeText** is the method of the **Selection** object for inserting text
- **Text:=** is the required parameter for the **TypeText** method.
- **Benjamin Franklin** is the text to insert.

# Office

The **Selection** object can be used to insert text, move the selection, and edit text around the selection (the selection can refer to the insertion point or the selected text).

| Command                           | WordPerfect<br>for DOS     | WordPerfect<br>for Windows                     | Word/Visual Basic   |
|-----------------------------------|----------------------------|--|---|
| Text                              | Text                       | Type ("Text")                                  | Selection.TypeText Text:="Text"   |
| Tab                               | {Tab}                      | Tab()  | Selection.TypeText Text:=vbTab  |
| Indent                            | {Indent}                   | Indent()                                       | Selection.ParagraphFormat.<br>FirstLineIndent = InchesToPoints(0.5)                         |
| New line                          | {Enter}                    | HardReturn()                                   | Selection.TypeParagraph   |
| Page break                        | None.                      | HardPageBreak()                                | Selection.InsertBreak Type:=wdPageBreak   |
| Bold on/off                       | {Bold}                     | Attribute<br>Appearance<br>Toggle (Bold!)      | Selection.Font.Bold = wdToggle  |
| Underline on/off                  | {Underline}                | Attribute<br>Appearance<br>Toggle (Underline!) | Selection.Font.Underline = wdToggle   |
| Go to start of<br>document        | {Home}<br>{Home}{Up}       | PosDocTop()                                    | Selection.HomeKey Unit:=wdStory   |
| Go to end of<br>document          | {Home}<br>{Home}{Down}     | PosDocBottom()                                 | Selection.EndKey Unit:=wdStory  |
| Go to start of line               | {Home}{Left}               | PosLineBegin()                                 | Selection.HomeKey Unit:=wdLine  |
| Go to end of line                 | {End}                      | PosLineEnd()                                   | Selection.EndKey Unit:=wdLine   |
| Delete next character             | {Delete}                   | DeleteCharNext()                               | Selection.Delete Unit:=wdCharacter,<br>Count:=1   |
| Backspace                         | {Backspace}                | DeleteCharPrev()                               | Selection.TypeBackspace   |
| Delete next word                  | {Block Move}               | DeleteWord()                                   | Selection.Delete Unit:=wdWord, Count:=1   |
| Delete previous word              | {Del Word}                 | DeleteWord()                                   | Selection.Delete Unit:=wdWord, Count:=-1  |
| Insert date as text               | {Date/Outline}<br>1{Enter} | DateText()                                     | Selection.InsertDateTime<br>DateTimeFormat:="M/d/yy",<br>InsertAsField:=False               |
| Insert date as<br>updateable code | {Date/Outline}<br>2{Enter} | DateCode()                                     | Selection.InsertDateTime updatable code<br>DateTimeFormat:="M/d/yy",<br>InsertAsField:=True |

If you have any questions about this article please contact Jerry Kozak of End User System Support at 444-2907, Outlook or email at jkozak@state.mt.us. If you have any problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

# WordPerfect to Word Macros

## PowerPoint Made Easy!

### Slide Show Tips

For one reason or another, you may find that you need to return to a particular slide in your presentation while it's running in Slide Show view. To do so, you can right-click during the slide show, select Go/By Title from the resulting shortcut menu, and choose the slide. Or, you can press [Esc]

to end the slide show and return to PowerPoint.

If you're in the middle of presenting your slide show to a live audience and you just want to return to your first slide, PowerPoint offers a quick, unobtrusive way to return to the first slide in your presentation. While your slide show is displayed in Slide Show view, simply press and hold both the right and left mouse buttons for about two seconds. When you do, PowerPoint displays the first slide in your presentation.

For questions about this article contact Trapper Badovinac at 444-4917, Outlook or email at [tbadovinac@state.mt.us](mailto:tbadovinac@state.mt.us). If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

## Windows Tips

### Windows 98 Resource Kit Sampler

You can install 12MB of handy utilities right on your hard drive: Pop the Windows 98 installation CD in your CD-ROM drive, navigate your way to the **tools\reskit** folder, double-click Setup.exe, then follow along to complete the installation.

You can now access any Sampler tool from within the Tools Management Console: Select Start, Programs, Windows 98 Resource Kit, Tools Management Console. Here's how to use some of the Sampler's tools.

### Cliptray

Remember ClipBook, that old Windows for Workgroups utility that manages items you frequently paste into documents (for example, a block of text)? Windows 98 offers a simpler, more compact version of this utility, ClipTray, as part of the Sampler. Open the Tools Management Console, navigate to ClipTray (double-click the Tools Categories or Tools A To Z folder, and so on) and double-click it. You'll now see a ClipTray icon in your Taskbar tray.

To add an item, such as a letter closing, to ClipTray, select it (in its native application), then press Ctrl-C to send the selected text to the clipboard. Right-click the ClipTray icon in your Taskbar, and in the pop-up menu, select Add. In the Name Of ClipTray Entry box, type a name for the item, such as "letter closing." Click the Paste button, then the Add button, and finally click Close. Right-click the ClipTray icon, and you'll see the new entry in the pop-up list.

To insert a ClipTray entry into another document, right-click the ClipTray icon (in your Taskbar tray), and in the pop-up menu, select that entry. Place the cursor in the destination document wherever you want the text, press Ctrl-V.

## Cliptray Preview Mode

Can't identify an entry by name? Use preview mode to take a quick peek. Right-click the ClipTray icon and select **Options | Preview**. Right-click the icon again, select an entry, and a preview appears. Click OK to close the preview. (Tip: The last entry you preview is automatically on the clipboard.)

Wish the entry list were a bit longer, so you didn't have to scroll up or down to see all your entries? To extend it beyond the default 20 entries, right-click the ClipTray icon and select **More**. Under **Menu Size**, move the scrollbar button to the right to set the maximum number of items allowed in the list, then click **Close**.

## Windows 98 Resource Kit Book Online

The everything-you-ever-wanted-to-know-about-Windows 98 reference is sitting right on your installation CD, the Windows 98 Resource Kit. With the Windows 98 installation CD in your CD-ROM drive, navigate your way to the **tools\reskit\help** folder, then double-click **rk98book.chm**. If you've installed the Sampler, this help-style reference is now on your hard drive. To open the Resource Kit, select **Start | Programs | Accessories | Windows 98 Resource Kit | Resource Kit Book Online**. Or, open the Tools Management Console and double-click **Online Documentation**.

These tips are adapted from **www.tipworld.com**. Copyright © 1999 PC World Communications, Inc.. All rights reserved. For more information, contact Irvin Vavruska of End User System Support at 444-6870, Outlook, or email at [ivavruska@state.mt.us](mailto:ivavruska@state.mt.us). If you have any problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

## Windows Freebie

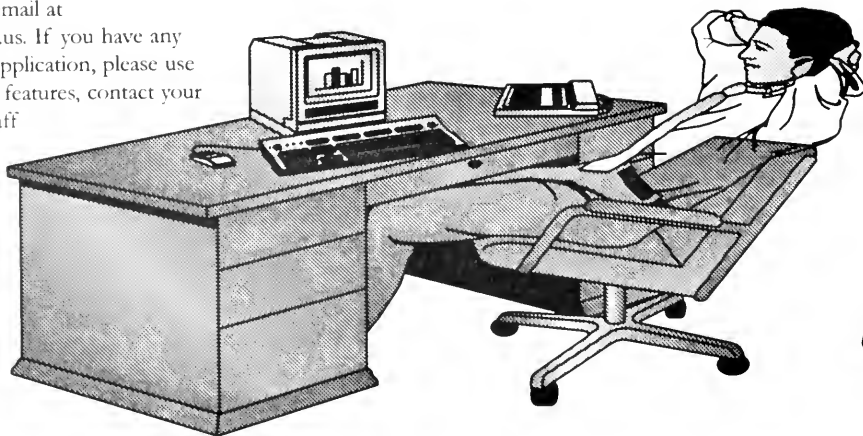
### PCBook2

*PC Magazine* has made another free Windows utility available - PCBook2. Printing text files such as readme files or Internet standards documents can use lots of paper. PCBook2 can help you save our forests. It can print up to eight pages on a sheet of paper (four on each side). In 2-up mode, a booklet option lets you print the pages in the proper order to stack up the sheets, fold them in half, and staple them at the fold to create a booklet. A signature option lets you print out large booklets as sets of smaller booklets. PCBook2 also supports headers, footers, word wrap, and tab expansion, and lets you use any TrueType font on your system. PCBook2 was written by Jay Munro, and first appeared in *PC Magazine* April 6, 1999(v18n07).

#### System Requirements

Visual Basic 5.0 Runtime and Windows 95, 98, or NT

If you would like a copy of the PCBook2 self-extracting files and the Visual Basic Runtime they are available on the Value Added Server at `\guest\windows\win95\addons\PCBook2`. For more information or if you do not have access to the Value Added Server contact Irvin Vavruska of End User System Support at 444-6870, Outlook, or email at [ivavruska@state.mt.us](mailto:ivavruska@state.mt.us).



# HOT NEWS



## Notice! Notice! Notice!

ISD will be removing the **mt.gov** domain from the DNS servers on March 1, 2000. Please make sure all your Web sites and other services that use the **mt.gov** domain can be reached via the **state.mt.us** domain.

For questions please contact Leo Rogge of the Telecommunications Operations Bureau at 444-4502, Outlook, or email at [lrogge@state.mt.us](mailto:lrogge@state.mt.us).

## New SABHRS (MT PRRIME) Web Site

SABHRS has a new Web Site. You can download forms, training and other useful information from

<http://www.state.mt.us/isd/sabhrs/index.htm>.

## Network Requests

In preparation for Y2K, ISD announced at last months' ITMC meeting that a moratorium would be placed on network changes effective December 1, 1999. The moratorium will be in effect through January 15, 2000.

## Computer Security Training for End Users

This is a two-hour seminar that covers the following:

- network security
- laws, rules, and policies
- login IDs and passwords
- viruses, hoaxes, and chain letters
- proper use of e-mail and the Internet
- user responsibilities

This training is held the third Thursday of each month from 8:30-10:30am in room 13 of the Mitchell Building.

**Date:** Thursday, December 16, 1999

**Time:** 8:30-10:30 am

**Location:** Rm. 13, Mitchell Bldg.

For registration or more information, please contact Lois Lebahn (llebahn@state.mt.us) or Kim Ingwaldson (kingwaldson@state.mt.us) of ISD at 444-2700.



## Project Management for Information Systems

December 6-8, 1999

8:30 - 4:30

2550 Prospect (ISD offices next to WalMart)

Cost: \$700 with 15 attendees; \$600 with 20 students

You will discover how to:

- Develop a project plan from formulation to implementation, and learn how to successfully present it to management
- Use different Systems Development Life Cycles (SDLC)
- Build a Work Breakdown Structure (WBS)
- Use a Network Diagram to display a Project Evaluation and Review Technique (PERT) chart
- Use the Critical Path Method (CPM) in the Network Diagram to ensure the correct project duration
- Estimate and schedule IT project tasks
- Apply resources to a project plan
- Explore different personality types and learn how they affect project management



### Universal Systems Development

March 6-10, 2000

8:30 - 4:30

Cogswell Building, room 209

Cost: \$775 with 15 attendees; \$675 with 20 attendees

Major topics include:

- Information Systems Development strategies
- An Effective Strategy for Analysis and Design
- The Concept and Use of Objects
- Analyzing and Modeling a Problem Domain
- Testing, Validating and Packaging the Analysis Results
- System Design
- Client/Server Development
- Object Oriented Development
- Interface Design
- Process Architecture

### Fast Start in Business Systems Analysis

February 7-11, 2000

2550 Prospect Ave

Cost: \$775 with 15 attendees; \$675 with 20 attendees

Master the techniques needed to:

- Learn how to diagnose management questions and present possible solutions from your findings
- Comprehend the "big picture" and the consequence of your decisions
- Learn to understand how systems thinking can really help management
- Collect, document, and organize information
- Identify and document symptoms through e-mails and interviews
- Avoid basic problems in designing forms and reports by carefully identifying and analyzing procedures
- Develop communication skills by delivering a stand-up presentation at the end of the workshop

More detailed course information is available on the ISD website at: <http://www.state.mt.us/isd/current/training/index.htm> To register, e-mail Lois Lebahn of Information Services via Outlook or at [llebahn@state.mt.us](mailto:llebahn@state.mt.us). For other questions, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, Outlook or e-mail at [wwheeler@state.mt.us](mailto:wwheeler@state.mt.us).

## Training Calendar

### Non Credit Workshops

Schedule assembled by the Helena College of Technology of the University of Montana. If you have any questions about enrollment, please call 406-444-6821. All classes are held at the Ray Bjork Campus, 1600 8<sup>th</sup> Avenue, Helena.

The Helena College of Technology will make reasonable accommodations for any disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the college no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821.

To enroll in a class, you must send or deadhead a **State Training Enrollment Application** to

*State Training Center, HCT  
Helena, MT 59601*

If you have questions about enrollment, please visit our web site at [www.hct.umontana.edu](http://www.hct.umontana.edu), call 444-6821 or email to 'Helena College of UM' or [lsuttorp@state.mt.us](mailto:lsuttorp@state.mt.us)

Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class. *HCT is also willing to schedule specific classes by request for state agencies.*

## State Training Calendar

|                            | Prerequisites                 | Dates                       | Cost        | Hours |
|----------------------------|-------------------------------|-----------------------------|-------------|-------|
| <b>Data Base Classes</b>   |                               |                             |             |       |
| Intro to Oracle            | Windows 95                    | Jan 25-26                   | 200.00      | 14    |
| Discoverer 3.0             | Windows 95                    | Jan 28                      | 100.00      | 7     |
| SQL/PL-SQL                 | Intro to Oracle               | Feb 1-3                     | 300.00      | 21    |
| Oracle Developer 2000      | Intro to Oracle & SQL/PL-SQL  | Feb 15-18<br>& Feb 22-25 am | **400.00    | 28    |
| Oracle Designer            | Oracle Dev; SQL/PL-SQL recom. | Dec 16,17,<br>20,21,22      | **536.95apr | 35    |
| Access 97                  | Windows 95                    | Jan 20-21,<br>Feb 28-29     | 200.00      | 14    |
| Visual Basic for Access 97 | Access 97                     | Dec 15 - 16                 | 200.00      | 14    |

## Data Network/Mainframe Classes

**Understanding Windows**

Registry, NT 4.0, 95,98, 2000 N/A

Dec 2-3 650.00\* 14

**Understanding Windows NT 4.0**

Install., Support, Tuning,

Integration &amp; Troubleshooting N/A

Jan 11-13 850.00\* 21





## Microcomputer Classes

|  | Prerequisites         | Dates   | Cost   | Hours |
|--|-----------------------|---|--------|-------|
| Windows 95/98 Conversion               | familiar with Windows | Jan 11am  | 50.00  | 3.5   |
| Windows 95/98                          | N/A                   | Feb 7   | 100.00 | 7     |
| Outlook 98                             | Windows 95            | Dec 15 am,<br>Jan 18 am<br>Feb 8 am<br>or 23 pm | FREE   | 3     |
| Adv. Outlook 98                        | Outlook 98            | Nov 29 am                                       | 43.00  | 3     |
| Word 97 Conversion                     | Windows 95            | Jan 11 pm,<br>Feb 16 pm                         | 50.00  | 3.5   |
| Intro to Word 97                       | Windows 95            | Dec 13,<br>Jan 12,<br>Feb 10                    | 100.00 | 7     |
| Intermediate Word 97                   | Intro to Word 97      | Dec 14,<br>Jan 21,<br>Feb 11                    | 100.00 | 7     |
| Macros for Word 97 (VBA)               | Interm Word 97        | Dec 1 - 2                                       | 200.00 | 14    |
| Creating Forms in Word 97              | Interm Word 97        | Feb 14 pm                                       | 50.00  | 3.5   |
| Excel 97 Conversion                    | Windows 95            | Feb 16 am                                       | 50.00  | 3.5   |
| Intro to Excel 97                      | Windows 95            | Dec 3,<br>Jan 20,<br>Feb 15                     | 100.00 | 7     |
| Intermediate Excel 97                  | Intro to Excel 97     | Jan 24,<br>Feb 17                               | 100.00 | 7     |
| Advanced Excel 97                      | Interm. Excel 97      | Feb 3 am  | 50.00  | 3.5   |
| Macros for Excel 97 (VBA)              | Interm Excel 97       | Feb 21-22                                       | 200.00 | 14    |
| Graphing in Excel 97                   | Interm. Excel 97      | Feb 25 am                                       | 50.00  | 3.5   |
| Internet                               | Windows 95            | Jan 19 am                                       | 50.00  | 3.5   |
| Building Web Pages<br>(FrontPage 2000) | Internet              | Jan 31-Feb 1                                    | 200.00 | 14    |
| PowerPoint                             | Windows 95            | TBA   | 200.00 | 14    |
| Microsoft Project 98                   | Windows 95            | Jan 26-27                                       | 200.00 | 14    |

## SABHRS (MTPRRIME) Classes

|                          | <b>Dates</b>           | <b>Cost</b> | <b>Hours</b> |
|--------------------------|------------------------|-------------|--------------|
| PS Query/Crystal Reports | Jan 12-13,<br>Feb 9-10 | 200.00      | 14           |
| SABHRS Reports           | Dec 9 pm,<br>Jan 11 am | 50.00       | 3.5          |

*For Accounting & Payroll Technicians*  
(PS Query, Doc Direct, Doc Analyzer, pivot tables and etc.)

Feb 9 pm or 28 am

|                |                         |       |     |
|----------------|-------------------------|-------|-----|
| SABHRS Reports | Dec 13 am,<br>Jan 19 pm | 50.00 | 3.5 |
|----------------|-------------------------|-------|-----|

*For Managers & Budget/Accounting Analysts*  
(PS Query, Doc Direct, Doc Analyzer, pivot tables and etc.)

Feb 11 am or 29 am

**Financial Modules**

|                                       |                              |        |    |
|---------------------------------------|------------------------------|--------|----|
| GL1: Basic Journal Entries            | Dec 10,<br>Jan 18,<br>Feb 14 | 100.00 | 7  |
| GL3: General Ledger Budget Management | Dec 16,<br>Jan 21,<br>Feb 17 | 100.00 | 7  |
| Accounts Payable                      | Jan 11,<br>Feb 8             | 100.00 | 7  |
| Accounts Receivable                   | Dec 3,<br>Jan 25,<br>Feb 11  | 100.00 | 7  |
| Asset Management                      | Jan 28,<br>Feb 24            | 100.00 | 7  |
| Purchasing                            | Dec 1-2                      | 200.00 | 14 |
| Purchasing (new format)               | Jan 13,<br>Feb 22            | 100.00 | 7  |

**Human Resource Modules**

|  |                         |        |      |
|--|-------------------------|--------|------|
| Time & Labor                                   | Dec 8-9                 | 150.00 | 10.5 |
| Time & Labor (new format)                      | Jan 31                  | 100.00 | 7    |
| Managing Position & Employee Data              | Dec 14-15               | 150.00 | 10.5 |
| Managing Position & Employee Data (new format) | Feb 2                   | 100.00 | 7    |
| Training Administration                        | Jan 19 am,<br>Feb 9 am  | 50.00  | 3.5  |
| Applicant Hiring Process                       | Jan 12 am,<br>Feb 18 pm | 29.00  | 2    |

**These classes are condensed *refresher* courses**

|   |                  |        |     |
|---|------------------|--------|-----|
| Position & Employee Maint. <i>Refresher</i> | Dec 7,<br>Jan 26 | 100.00 | 7   |
| Time Entry <i>Refresher</i>                 | Jan 19 pm        | 50.00  | 3.5 |

*Prerequisites may be met with consent of Instructor.*

**\*\*The Oracle Designer and Developer class fees are recovered through the monthly data network rate and paid for by ISD.**

**\*High Estimate - Cost may vary depending on travel expenses & # of students.**

## State Training Enrollment Application

Complete IN FULL and return AT LEAST ONE WEEK prior to the first day of class.

### Course Data

Course Request \_\_\_\_\_

Date Offered \_\_\_\_\_

### Student Data

Name \_\_\_\_\_

Soc. Sec. Number (for P/P/P) \_\_\_\_\_

Agency & Division \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

How have you met the required prerequisites for this course? Explain, giving the class(s) taken, tutorial completed, and/or experience.

\_\_\_\_\_  
\_\_\_\_\_

### Billing Information/Authorization Mandatory

LogonID \_\_\_\_\_ Agency# \_\_\_\_\_ Authorized Signature \_\_\_\_\_

If attending Oracle Developer or Designer training, your application must also be approved by the agency IT Manager.

IT Manager \_\_\_\_\_

Training is needed for

- ☐ Agency Oracle Developer
- ☐ Continuing education opportunity (Agency will be billed for training.)
- ☐ Agency contractor (Agency will be billed for training.)

Full class fee will be billed to registrant unless cancellation is made three business days before the start date of the class.

### DeadHead completed form to

State Training Center, Helena College of Technology of the U of M  
Phone 444-6800 FAX 444-6892

# Editor's Notes



## Published monthly by

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Room 229, Mitchell Building, Helena, MT 59620  
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This newsletter is dedicated to educating and informing with pertinent State technology news. Alternative accessible formats provided upon request to persons with disabilities.

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- ISD Box #, Deadhead or Mail
- [www.state.mt.us/isd/current/news/index.htm](http://www.state.mt.us/isd/current/news/index.htm)
- ISD's Value Added Server/guest/N&V

## To Submit an Article

Send the article to Trapper Badovinac, via e-mail. The deadline for inclusion in the following month's newsletter is the 1st Friday of the previous month.

## Printing & Distribution

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## ISD Customer Support Center

For problems or opportunities call 444-2000.

<http://www.state.mt.us/isd/current/news>

## Is Your Address Correct?

6127

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